

**Building Inspector (T)**

**Building Inspector**

**Program Management Assistant**

**Computer Programmer (T)**

**Computer Programmer**

**Residential Security Coordinator**

**Administrative Associate (T)**

**Administrative Associate**

FSN#2009/76 (T)

**Building Inspector**

OPEN TO: All Interested Candidates

POSITION: Building Inspector, FSN-6; FP-8, Trainee

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Building Inspector in its Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

The jobholder responsibility covers all activities of all Short Term Leased Apartments such as acquisition, system design and construction, furnishing, management, maintenance, disposal and reporting of all conditions to the Facilities Management.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Four years' experience in all aspects that comprise the foundation of maintenance and repair techniques as a fully qualified journeyman; (3) Level III (Good working knowledge) speaking/reading/ writing in English and Level IV (Fluent) speaking/ reading/writing in Thai; (4) Ability to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

Fax: 02-205-4928

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/76

Building Inspector

OPEN TO: All Interested Candidates

POSITION: Building Inspector, FSN-7; FP-7

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Building Inspector in its Facilities Management

Office (FM), Rajdamri compound, American Embassy, Bangkok.

## **BASIC FUNCTION OF POSITION:**

The jobholder responsibility covers all activities of all Short Term Leased Apartments such as acquisition, system design and construction, furnishing, management, maintenance, disposal and reporting of all conditions to the Facilities Management.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Five years’ experience in all aspects that comprise the foundation of maintenance and repair techniques as a fully qualified journeyman; (3) Level III (Good working knowledge) speaking/reading/ writing in English and Level IV (Fluent) speaking/ reading/writing in Thai; (4) Ability to drive and possess a valid Thai’s driver license.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: JULY 23, 2009**

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FSN#2009/81

## **Program Management Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Assistant, FSN-8; FP-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in Global AIDS Program, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Provide expert program and financial management, as well as administrative reporting assistance, advice and/or guidance associated with the activities funded by CDC as grants, contracts and/or cooperative agreements.

Duties also included responsible for the planning and the execution of various management and administrative reporting functions of CDC's complex portfolio of implementation activities with the Ministry of Public Health, the Bangkok Metropolitan Administration, and other health-related institutions in Thailand.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Finance, Accounting or management-related field is required; (2) Three years of work experience in program management, administrative support activities, finance and accounting; (3) Level IV (Fluent) in speaking, reading, and writing both English and Thai; (4) Must have good computer skills including MS office, word processing, spreadsheets, e-mail, database, etc.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

*Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.*

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/89 (T)

**Computer Programmer**

OPEN TO: All Interested Candidates

POSITION: Computer Programmer, FSN-7; FP-7, Trainee

OPENING DATE: July 10, 2009

CLOSING DATE: July 23, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Programmer in the Computer Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

## **BASIC FUNCTION OF POSITION:**

As the Database Programmer/Web Administrator/Help Desk Administration/Senior Technical Support for the AFRIMS Information System (AIS), this management information system encompasses medical scientific, financial, logistical, personnel and property management components. Also performs duties of the assistant system administrator, mail server administrator and senior applications programmer/analyst.

## **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completed Bachelor's degree in Computer Science, Information Management or related field; (2) Two years of experience as an applications programmer with one year experience as a relational database programmer; (3) Must be familiar with software and system design techniques such as flow charting, top down design and structured programming; (4) Must have advanced knowledge of programming language such as Visual Basic, Java, JavaScript, Java, PHP, HTML and XML also including database design model system such as UML, ER etc.; (5) Good network/hardware/software troubleshooting skills in a Microsoft Windows Server 2003 Network Environment; (6) Level IV (Fluent) speaking/reading/writing in English and Thai.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/89

## **Computer Programmer**

OPEN TO: All Interested Candidates

**POSITION:** Computer Programmer, FSN-8; FP-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Programmer in the Computer Section, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

**BASIC FUNCTION OF POSITION:**

As the Database Programmer/Web Administrator/Help Desk Administration/Senior Technical Support for the AFRIMS Information System (AIS), this management information system encompasses medical scientific, financial, logistical, personnel and property management components. Also performs duties of the assistant system administrator, mail server administrator and senior applications programmer/analyst.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completed Bachelor's degree in Computer Science, Information Management or related field; (2) Three years of



experience as an applications programmer with one year experience as a relational database programmer; **(3)** Must be familiar with software and system design techniques such as flow charting, top down design and structured programming; **(4)** Must have advanced knowledge of programming language such as Visual Basic, Java, JavaScript, Java, PHP, HTML and XML also including database design model system such as UML, ER etc.; **(5)** Good network/hardware/software troubleshooting skills in a Microsoft Windows Server 2003 Network Environment; **(6)** Level IV (Fluent) speaking/reading/writing in English and Thai.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2009/90

**Residential Security Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Residential Security Coordinator, FSN-8; FP-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Residential Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Conduct detailed residential security surveys at tall apartments and houses to ensure compliance with security standards. Manage office by creating survey reports, updating programs and maintaining files with hardcopies for survey report. Advise residential security matters including complaints by residents, residential security incidents, and claims of

suspicious activities around residences, and communicate with landlord. Communicate with landlords and General Service office regarding recommended, security upgrades where needed. Help improve security programs including access procedures for visitors, and communication with the residence's landlord and security guards to ensure that security procedures are current and applicable. Ensure that all instructions given by RSO are fully understood and implemented.

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website

(1) Bachelor's degree in Business Administration, Social Science or Arts is required; (2) At least three years experience in the Security and Administrative fields; (3) Level IV (Fluent) speaking/reading/writing English and Thai are required; (4) Must be a self-starter and learn to prioritize a heavy workload with minimal supervision or guidance and have strong communication, presentation, and organizational skills and a thorough knowledge of Microsoft Access and Excel; (5) Must be knowledgeable in physical security issues as it pertains to personnel access control and community based housing; (6) Trained in use of computer program ACCESS (standard), MS Word (standard), MS Excel (standard) standard knowledge of how security and safety equipment works: how fire alarms are installed as well as the installation and operation of CCTVs, electric motor gates.

### **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2008/88 (T)

### **Administrative Associate**

**OPEN TO:** THAI Citizens

**POSITION:** Administrative Associate, FSN-5 (Trainee)

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Office of Public Health (USAID/OPH), located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent assists the lead secretary in providing a full range of secretarial and administrative support services to the Office of Public Health (OPH). Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact / program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** A University Degree in Business/Public Administration, International Development, Financial, Social Science, Arts or other related field; **(2)** A minimum of one years experience of progressively in secretarial/administrative management; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

**SUBMIT APPLICATION TO:**

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Attention: Recruitment  
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E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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FSN#2008/88

**Administrative Associate**

**OPEN TO:** THAI Citizens

**POSITION:** Administrative Associate, FSN-6

**OPENING DATE:** July 10, 2009

**CLOSING DATE:** July 23, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/ Office of Public Health (USAID/OPH), located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent assists the lead secretary in providing a full range of secretarial and administrative support services to the Office of Public Health (OPH). Main duties include of travel arrangements, office records management, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, and maintaining day-to-day contact / program interaction with counterparts and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** A University Degree in Business/Public Administration, International Development, Financial, Social Science, Arts or other related field; **(2)** A minimum of two years experience of progressively in secretarial/administrative management; **(3)** Level III (Good working knowledge) speaking/reading/writing in English and Thai; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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**CLOSING DATE FOR THE POSITION: July 23, 2009**

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